

**Orange County
Classroom Teachers
Association**

Constitution

&

Bylaws

2020

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CONSTITUTION

MISSION

CTA's mission is to empower and advocate for our members in order to ensure a quality public education for every student.

VISION

CTA will be a unified voice for and of public education in Orange County, Florida.

ARTICLE I

NAME

The organization shall be known as the Orange County Classroom Teachers Association, Local 7448, FEA, AFT, NEA, AFL-CIO.

ARTICLE II

OBJECTIVES

The purpose of this organization shall be:

- Section 1.** To obtain for all members of the bargaining unit the salary and working conditions essential to the best professional standards.
- Section 2.** To provide protection to our members, as well as enforcement of all contractual issues.
- Section 3.** To maintain academic freedom, which is essential to the teaching profession.
- Section 4.** To obtain for all teachers and instructional personnel the rights and respect to which they are entitled.
- Section 5.** To seek cooperative relationships with the employer built on mutual respect and trust, as long as such relationships best serve the needs of the membership.
- Section 6.** To promote the welfare of children by providing equal educational opportunities for every child regardless of race, creed, sex, religion, immigration status, sexual orientation, physical or mental disability, or social, political, or economic status.
- Section 7.** To cooperate with parents, community organizations and workers of other unions to promote better living and working conditions, democracy, and equality in the society at large.
- Section 8.** To advance teacher and instructional personnel decision-making power in administration of the schools and in all public education issues.
- Section 9.** To promote action for the benefit of all members of the bargaining unit and the community.

ARTICLE III

MEMBERSHIP

- Section 1.** Administrative personnel shall not be eligible for membership in this organization.
- Section 2.** Members who are current in the payment of union dues are members in good standing and shall be members of all affiliate organizations as stated in Article XII, Section 1 of the CTA Constitution.
- Section 3.** Persons who are not part of the organization’s bargaining unit may be eligible for membership as defined by the Bylaws.
- Section 4.** Any member who becomes thirty (30) days delinquent shall be dropped from the rolls and their name removed from the records of the national office. Exceptions may be determined by majority action of the Board of Directors.
- Section 5.** Any person who is not a member of CTA shall not receive any services or benefits from any officer or staff person of CTA.
- Section 6.** CTA shall not deny membership based upon race, color, national origin, religion, gender identification, sexual orientation, age, disability, marital status, or economic status.
- Section 7.** The power of the union to achieve its objectives relies on an educated, active, and participatory membership. All CTA members share basic duties and obligations of membership that include:
1. Making a good-faith effort to attend union meetings and functions
 2. Staying informed of union issues and events
 3. Providing input to CTA when requested
 4. Alerting CTA officials of issues/problems/concerns as soon as practical
 5. Participating in CTA activities
 6. Helping build an effective union presence at their worksite
 7. Voting in union elections and contract ratifications
 8. Considering seeking a position of leadership within CTA
 9. Serving on CTA committees as appointed
 10. Supporting fellow CTA members
 11. Abiding by the CTA Code of Civility

ARTICLE IV

ELECTIONS OF OFFICERS AND DIRECTORS

Article IV will be implemented beginning with the 2022 CTA Elections of Officers and Directors.

- Section 1.** The Officers to be elected by the total membership at large are:
1. President
 2. Vice President
 3. Secretary
 4. Treasurer
- Section 2.** The Directors shall be elected by the total membership at large, but must be currently assigned to the designated field of service at the time of nomination:
1. Directors elected to represent high school members (2 seats)
 2. Directors elected to represent middle school and K-8 members (3 seats)
 3. Directors elected to represent elementary school members (3 seats)
 4. Director representing tech center members (1 seat)

5. Director representing members teaching special education (1 seat)
6. Directors representing members at large (2 seats)
7. Director representing itinerant instructional personnel (1 seat)

Section 3. All officers and directors shall have been a member in good standing of this local for at least two (2) years prior to the beginning of the term of office.

If an officer retires from their position in the CTA bargaining unit during their term of office, they may complete the term, provided they pay full time CTA dues for the remainder of the term, but are ineligible to run for a subsequent term.

Section 4. Officers and Directors shall be elected by May 1st to serve a three (3) year term in accordance with the Bylaws. The term of office shall commence on July 1st immediately following the election and end on June 30th three (3) years later.

Section 5. Vacancies President/Vice President

1. In case of a vacancy in the office of President in the last year of the term, the Vice-President shall become the President. The office of Vice-President shall then be filled by a member of the Board of Directors by a majority vote of the Board. If the office of the President becomes vacant with more than a year left in the term, or the office of President and Vice-President become vacant simultaneously, the remaining members of the Board of Directors shall select one (1) of their members to serve as President Pro Tempore, until a special election to fill the vacancies can be held.
2. Secretary/Treasurer/Directors
 - a) In case of a vacancy in the office of Secretary, Treasurer, or Directors, the President shall appoint a member to serve, subject to approval by a majority of the Board of Directors.
 - b) In the case of a vacancy of a Director the appointee must be currently assigned to the designated field of service at the time of the appointment.

ARTICLE V

DUTIES OF OFFICERS AND DIRECTORS

Section 1. The President Shall:

1. Serve as Chief Executive and Administrative Officer of CTA and execute faithfully the Constitution and Bylaws of the organization.
2. Represent the Union when and where necessary and serve as spokesperson for CTA.
3. Call and preside at all meetings of the Board of Directors, Association Representative Council, and all other Union meetings, or appoint a designee to do so.
4. Appoint a Parliamentarian as needed.
5. Be an ex-officio non-voting member on all CTA committees.
6. Supervise and recommend hiring of all CTA employees and be responsible for retaining the services of legal counsel when needed.
7. Be a co-signer on checks issued by the Union and have the authority to disburse funds as authorized by CTA.
8. Prepare, with the Treasurer, Chief of Staff, and Budget and Finance Committee, a budget for each fiscal year.
9. Meet regularly with the other officers of the Union and with the Chief of Staff and delegate duties to the officers of the Union.

10. Serve as a local delegate to the FEA, AFT, NEA, and AFL-CIO conventions or assemblies, and as a member of the FEA Governance Board, by virtue of election to the office of President.
11. Serve as the chairperson of any delegation to any convention, assembly, or meeting.
12. Make a report to the membership at least once a year summarizing the accomplishments of the CTA and outlining plans for the upcoming year.

Section 2. The Vice-President Shall:

1. Report to the President.
2. Perform such duties as designated by the President.
3. Be a co-signer on checks issued by the Union.
4. Attend all Association Representative Council meetings and social events unless excused.
5. Serve as a local delegate to the FEA, AFT, NEA, and AFL-CIO conventions or assemblies, and as a member of the FEA Governance Board, by virtue of election to the office of Vice-President, beginning with the 2022 Election of CTA Officers and Directors.

Section 3. The Secretary Shall:

1. Keep minutes of Board of Directors, Association Representative Council and membership meetings and send them to the President in a timely manner.
2. Assist the President with correspondence and communication.
3. Attend all Association Representative Council meetings and social events unless excused.
4. Serve as a member of the FEA Governance Board by virtue of election to the office of Secretary beginning with the 2022 Election of CTA Officers and Directors.

Section 4. The Treasurer Shall:

1. Chair the Budget and Finance Committee.
2. Make available monthly reports to the Board of Directors and the Association Representative Council.
3. Be a co-signer on checks issued by the Union.
4. Ensure that all financial records shall remain on the property of the Union.
5. Attend all Association Representative Council meetings and social events unless excused.
6. Serve as a member of the FEA Governance Board by virtue of election to the office of Treasurer, provided an additional FEA Governance Board position has been allocated, beginning with the 2022 Election of CTA Officers and Directors.

Section 5. The Directors Shall:

1. Communicate the needs and desires of the members in their category or division to the Board and maintain contact with Association Representatives as assigned.
2. Attend all meeting of the Board of Directors, Association Representative Council meetings, and social events unless excused.
3. Be assigned to a committee.

ARTICLE VI

BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of seventeen (17) elected officers. Each of these shall have one (1) vote. No members of the Board of Directors shall hold more than (1) voting position on the Board. The membership of CTA Retired shall be entitled to one representative who shall be included as a non-voting ex-officio member of the Board of Directors.

Section 2. The Board of Directors shall conduct the business of the Union in all matters.

- Section 3.** The President shall be the chairperson of the Board of Directors. The Vice President shall serve as chairperson in the absence of the President.
- Section 4.** The Board of Directors shall adopt the annual budget of CTA.
- Section 5.** The Board of Directors shall confirm hiring of CTA employees.
- Section 6.** Any member of the CTA in good standing may request to appear before the Board of Directors to make proposals or to voice complaints. The Board of Directors shall consider such requests and may schedule an appearance based on availability.
- Section 7.** The Board of Directors shall make available its minutes and financial reports to any member upon request. The Board of Directors shall not be required to read the minutes of any Board of Directors meeting at any membership meeting attended by non-members.
- Section 8.** The Board of Directors shall select a CPA firm to conduct the annual audit. The Board of Directors shall accept the audit and send a copy to FEA and AFT within (six) 6 months of the close of the fiscal year. Further, the Board of Directors shall present the final audit report to the Association Representative Council within (two) 2 months after the completion of the audit.
- Section 9.** Members from ethnic minorities shall comprise a percentage of the Board of Directors, which is equivalent to the percentage of the general membership. The Association Representative Council shall take legally necessary action to ensure the ethnic minority representation. The Minority Affairs Committee shall report periodically the Union's compliance with this provision.

ARTICLE VII

ASSOCIATION REPRESENTATIVES

- Section 1.** At each work location CTA members shall elect Association Representative(s) in accordance with the Bylaws. Each Association Representative must work at the location represented and be a member in good standing of the CTA. An Association Representative who has been removed or recalled from the Association Representative position may not run in future elections.
- Section 2.** Association Representatives shall be elected on even numbered years (beginning in 2020) during the month of May (by secret ballot) for a two (2) year term and an election procedure shall be specified in the Bylaws. The election for Association Representatives in 2020 shall be conducted in the Fall.
- Section 3.** Association Representatives are recognized as CTA leaders at their respective work locations. They have the right as defined in the contract to carry out this leadership responsibility.
- Section 4.** Association Representatives shall be responsible for maintaining an aggressive membership drive at their work location in cooperation with the Membership Committee.
- Section 5.** Association Representatives shall make every effort to ensure that their school is represented at each Association Representative Council meeting.

ARTICLE VIII

ASSOCIATION REPRESENTATIVE COUNCIL

- Section 1.** Association Representatives and members of the Board of Directors shall comprise the membership of the Association Representative Council. The membership of Retired CTA shall be entitled to one representative who shall be included as a non-voting ex-officio member of the Association Representative Council.
- Section 2.** The President or his/her designee shall chair the Association Representative Council meetings.
- Section 3.** A major responsibility of the Association Representative is to recruit and retain CTA members.

Section 4. Other major responsibilities of the Association Representatives shall be to:

- Discuss and strategize implementation of board and committee initiatives.
- Bring forward, discuss and /or strategize around work location/school issues.
- Bring forward, discuss and/or strategize around district-wide issues.
- Mentor and support new Association Representatives in implementation of duties.
- Receive training as it relates to the CTA Contract and Association Representative duties.
- Recommend training topics for regular meetings.
- When necessary, provide input to the Board of Directors and Committees on issues related to Bargaining, Member Organizing, and Contract Enforcement.
- Review and approve Financial Reports and Association Representative Meeting Minutes.
- Discuss and strategize around ways to mobilize CTA members to increase CTA power.

Section 5. Members from ethnic minorities shall comprise a percentage of the Association Representative Council, which is equivalent to the percentage of the general members. The Association Representative Council shall take legally necessary action to ensure the ethnic minority representation. The Minority Affairs Committee shall report periodically the Union's compliance with this provision.

ARTICLE IX

STANDING COMMITTEES

- Section 1.** The Standing Committees shall include the following: Budget and Finance, Constitution and Bylaws, Grievance, Elections, Government Relations, Howard Fenner Scholarship Committee, Human and Civil Rights, Marion Cannon Scholarship Committee, Membership and Organizing, Professional Development, and Minority Affairs.
- Section 2.** The President shall develop the charges for each committee on an annual basis.
- Section 3.** The President shall appoint committee chairs and other committee positions as deemed necessary with Board of Directors approval.
- Section 4.** Only active, dues paying members shall serve on any CTA committee.
- Section 5.** Ad Hoc Committees may be established and appointed by the President with notice to the Board of Directors.

ARTICLE X

MEETINGS

Section 1. Membership

1. There shall be one (1) meeting of the membership of CTA to be scheduled annually and may be held as a virtual meeting or by telephone conference.
2. Special meetings for a specific purpose may be called by the President, or upon the written request of ten (10) percent of members, or upon a two-thirds (2/3) vote of the Association Representative Council representing at least 50% of worksites, or two-thirds (2/3) vote of the Board of Directors.
3. The quorum for all such meetings shall be the number of members present at the meeting.

Section 2. Association Representative Council

1. There shall be one (1) meeting of the Association Representative Council each month during the school year, and as needed during the summer.
2. The quorum for Association Representative Council meetings shall be representation from one-third (1/3) of the sites, or 60 members of the Council.

Section 3. Board of Directors

1. Meetings of the Board of Directors shall be held monthly during the school year, or at any other time at the call of the President or at the call of the majority of the Board members.
2. The quorum for the Board of Directors shall be a majority of the body.

ARTICLE XI

FINANCES

Section 1. Fiscal Year

The fiscal year for CTA shall be September 1st through August 31st.

Section 2. Dues

1. State and National Affiliate dues and increases shall be as established by the respective affiliate bodies and shall be automatically passed through to the membership. Changes to local dues shall be approved by the Association Representative Council as recommended by the Board of Directors.
2. CTA dues shall be payable at the beginning of each school year or upon acceptance of a position during the school year.
3. Method of Payment
 - Payroll Deduction every pay period during the member's active, paid employment.
 - Lump Sum Payment:
 - In-full as of August 31st
 - In two installments by Aug 31st and Jan 31st
 - Other methods of payment for members no longer employed but continuing to receive legal services, with approval by the Board of Directors.
 - A person who was an active member and has been granted an OCPS Board Approved leave of absence of one (1) semester or more, may, upon payment of dues, enjoy all the rights and benefits of active members.

Section 3. Budget

The Budget and Finance Committee, with the President, Treasurer and Chief of Staff shall prepare a preliminary budget for each year which shall be presented to the Board of Directors for adoption at its May meeting.

Section 4. Audit

There shall be an annual independent audit, by a qualified CPA, conducted using generally accepted auditing standards. This audit shall be completed and presented to the Board of Directors within six (6) months of the close of the fiscal year. The annual audit report shall be made available for examination to any member upon request.

ARTICLE XII
AFFILIATIONS

Section 1. CTA shall be affiliated with the Florida Education Association (FEA), the National Education Association (NEA), the American Federation of Teachers (AFT), and the Central Florida Labor Council AFL-CIO, and shall be in compliance with the Policies, Constitution, and Bylaws of each organization. Delegates to meetings, conventions, and assemblies of affiliate organizations shall be elected annually and must be members in good standing of CTA for at least two (2) years prior to being elected. If a CTA member has been recalled or removed from office, they may not run for office or for Affiliate Delegate in future elections.

ARTICLE XIII
RECALL / REVOCATION OF MEMBERSHIP

Section 1. Recall of Officer or Director

Recall of officers or directors may be done by petition requesting a recall election signed by twenty-five (25) percent of the membership presented to the Board of Directors. A recall election shall be in accordance with the CTA Bylaws, Article IV.

If a CTA member has been recalled from office, they may not run in future elections for office or for Affiliate Delegate in future elections.

Section 2. Recall of an Association Representative

A vote of 50% + 1 of members in a work location must vote to recall an Association Representative from that work location.

Section 3. Removal of Officer or Director by Affiliate Organization(s)

If a CTA member has been removed from an Officer or Director position by an Affiliate Organization, they may not run in future elections for office or for Affiliate Delegate in future elections.

Section 4. Revocation of Membership

Any member may report a member to the Board of Directors to consider expulsion in accordance with the Bylaws for acts detrimental to CTA. A two-thirds (2/3) vote of the Board of Directors shall be required for expulsion for a specified period of time. The member shall have a right to appeal within thirty (30) days to the Association Representative Council and shall be reinstated with full rights upon a vote of a majority of Association Representatives present at the meeting.

ARTICLE XIV
RETIREEES

Section 1. Members are encouraged to stay engaged upon retirement by joining CTA Retired. As a member of CTA Retired, a retiree is still eligible to continue their member benefits with FEA, NEA, AFT, and the AFL-CIO.

Section 2. Members of CTA Retired are not considered active members of CTA.

ARTICLE XV
RULES FOR AMENDING

Section 1. Amending Articles of Incorporation

The Articles of Incorporation for this Association may be amended as set forth in Article X, Section I and II of the Articles of Incorporation.

Section 2. Amending the Constitution

1. CTA shall conduct a review of the Constitution to determine compliance with minimum standards of all affiliate organizations at least once every five (5) years.
2. An amendment to the CTA constitution may be proposed by either:
 - a) A majority of the Board of Directors
 - b) No fewer than ten percent (10%) of the membership and presented to the Board of Directors.
3. The proposed amendment shall be reviewed by the Constitution and Bylaws Committee to provide guidance and ensure conformity within thirty (30) days of receipt.
4. After review by the Constitution and Bylaws Committee, the proposed amendment shall be presented at the next Association Representative Council meeting following the receipt by the Board of Directors by being read to the assembled members.
5. At the following Association Representative Council meeting, a majority of the sites must be present, and a three-fourths (3/4) vote of the members present is necessary for ratification of the amendment. The CTA Elections Committee will conduct a secret ballot vote during the meeting.

Section 3. Amending the Bylaws

1. CTA shall conduct a review of the Bylaws to determine compliance with minimum standards of all affiliate organizations at least once every five (5) years.
2. An amendment to the CTA Bylaws may be proposed by either:
 - a) A majority of the Board of Directors
 - b) No fewer than ten percent (10%) of the membership and presented to the Board of Directors
3. The proposed amendment shall be reviewed by the Constitution and Bylaws Committee to provide guidance and ensure conformity within thirty (30) days of receipt.
4. After review by the Constitution and Bylaws Committee, the proposed amendment shall be presented at the next Association Representative Council meeting following the receipt by the Board of Directors by being read to the assembled members.
5. At the following Association Representative Council meeting, having established a quorum, a majority of Association Representatives present will be necessary for ratification of the amendment. The CTA Elections Committee will conduct a secret ballot vote during the meeting.

Orange County Classroom Teachers Association

BYLAWS

ARTICLE I

MEMBERSHIP AND DUES

- Section 1.** Membership in the Orange County Classroom Teachers Association must be made on the official membership application. Qualifications for membership are the status of a contracted teacher, full or part time, or teachers, who are presently on leave from contractual agreements. The above includes all certified teachers who at present are in positions other than those having administration contracts. CTA Members are also members of all affiliate organizations as stated in Article XII, Section 1 of the CTA Constitution. The Board of Directors has the authority to approve the membership of someone who does not meet the qualifications outlined in this section.
- Section 2.** Dues must be paid in accordance with the Constitution, Article XI, Section 2.
- Section 3.** Members who work one-half of the regular work week shall pay one-half (1/2) of regular yearly dues. Members who are on leave shall pay full dues for their classification in order to remain on active status. Members who separate their employment from the district shall also pay full dues to remain on active status for legal purposes, unless reduced by the action of the Board of Directors.
- Section 4.** The first five (5) dollars of membership dues contributed to Orange County Classroom Teachers Association during each membership year shall be designated as Orange County FCPE Dues. Members choosing not to contribute must complete an Opt-Out form on an annual basis prior to December 31st. Dues from members who choose to opt out will remain in CTA's general fund.
- Section 5.** The dues year shall be from September 1st through August 31st.

ARTICLE II

ELECTIONS

- Section 1.** Election of officers will be held every three (3) years and shall be governed by the election code as follows:
- A. Safeguards**
1. All candidates must be treated equitably. Privileges extended to one candidate must be extended to all.
 2. The union may not use any funds received from its dues, assessments or any other source to promote any candidate.
 3. All elections must be held in accordance with CTA's Constitution and Bylaws.
 4. During elections of officers, members have the right to support candidates of their choice without being subjected to penalty, discipline, interference, or reprisal of any kind by the Local or any of its members.
- B. Election Committee**
1. By October 1st of each year the President shall appoint an Elections Committee Chairperson, and the 4 remaining Election Committee members shall be elected by the Association Representative Council at the October Council meeting each year. Every effort will be made to provide representation on the committee for each constituency within CTA. Members of the Elections Committee may not be candidates for office.

2. The Elections Committee shall set the dates for the election process including, but not limited to, the nomination process, date of election, and date of run-off if necessary. These dates must conform to the Constitution and Bylaws of CTA.
3. The Elections Committee shall set rules in accordance with the Landrum Griffin Act, or the Public Employees Relations Commission (PERC), and the CTA's Constitution and Bylaws and present these rules to the Board of Directors for adoption prior to forwarding to all candidates at the onset of the election process.
4. The Elections Committee shall rule on all violations of rules, with their ruling being final.
5. The Elections Committee shall oversee the election, including set-up, voting, and the counting of ballots.
6. No elected official of CTA may exert influence over the Elections Committee.
7. Unless conducting the election by mail, the Elections Committee shall provide each election site with a ballot box as needed.
8. The Elections Committee shall set the logistics of the election, in accordance with the CTA Budget, subject to approval by the Board of Directors, and in conjunction with the CTA's Constitution and Bylaws.

C. Nomination Process

1. The Elections Committee must provide notice of the offices to be filled, including which positions are also automatically elected to affiliates in accordance with Article V of the CTA Constitution. The Elections Committee shall also provide notice of the time and place for submitting nominations, and the date, time, and place of the election to all members in good standing not less than forty-five (45) days before said election.
2. Notice of the election shall be by US mail.
3. Any member in good standing is eligible to run for any office providing they have been a member in good standing of CTA for two (2) years prior to the beginning of the term of office. If a CTA member has been removed or recalled from office they may not run for office in future elections.
4. To be nominated as a candidate for Officer, a candidate shall declare their candidacy by petition signed by twenty-five (25) members as defined in Article III, Section 2 of the CTA Constitution. Said petitions must be submitted to the Elections Committee with at least fifteen (15) days following the notice of the opening of nominations.
5. To be nominated as candidate for Director, a candidate must declare the candidacy seat and submit to the Elections Committee a petition signed by twenty-five (25) members as defined in Article III, Section 2 of the CTA Constitution, who are of that constituency, from at least three (3) different work sites within at least fifteen (15) days following the notice of the opening of nominations.
6. Nominees must be members as defined in Article III, Section 2 of the CTA Constitution.

D. Campaign Rules

1. Candidates may run for office and campaign as slates of candidates or as individual candidates but shall appear on the ballot as individuals. No candidate for Officer or Director may seek to run for more than one Officer and/or Director position on the same ballot. Candidates for Officer or Director may choose to also run for one or multiple Affiliate Delegate Positions. Candidates seeking to hold Affiliate Delegate position(s) may also run as a delegate to one or multiple Affiliate Delegations.
2. Each candidate is entitled to a copy of the most recent membership list with name and work location. The list shall be distributed in accordance to the rules set by the Elections Committee.
3. Upon request by a candidate, the Association Representative will deliver no more than one (1) piece of campaign literature provided by the candidate, to each member's mailbox at their school, upon receipt.

4. Any campaign materials distributed must be clearly marked with the indication that the materials are paid for by the candidate and on behalf of which candidate.
5. No candidate may use any Union publications or logos for campaign purposes.
6. No staff member or employee of the CTA, including teachers on assignment hired by CTA, shall be involved in the production or dissemination of campaign material, nor shall the CTA office be used in any way as a campaign office for any candidate, nor may any office supplies, machines, or equipment be used for any candidate's campaign.
7. When a mail ballot is used, the Elections Committee shall prepare and mail ballots to all members as defined in Article III, Section 2 of the CTA Constitution who have been members for sixty (60) days prior to the election. Ballots shall be mailed, in such a manner as to ensure the secrecy of the ballot, no later than ten (10) days following the close of nominations. The period between the mailing and return date for the ballots shall be no less than twenty (20) calendar days.
8. Challenges and objections to the election must be submitted in writing to the Elections Committee, within two (2) workdays of the final vote count. The Elections Committee shall issue its written opinion directly to the complainant and the Board of Directors regarding the objections no later than ten (10) days after the receipt of all relevant documents regarding such objections.
9. The election results will be published and distributed to the membership within two (2) workdays of the count. All election materials, including the ballots, will be kept in a secure location for one (1) year.

E. Election Procedures

1. The officers of the CTA shall be elected by the total membership at large every three (3) years at designed polling places, or by mail, such choice to be made by the Board of Directors and communicated to the Elections Committee.
2. Only members who are in good standing as defined in Article III, Section 2 of the CTA Constitution for sixty (60) days prior to the election may vote. No provisions shall be made for voting by absentee ballot.
3. Candidates' names will be arranged on the ballot by office with candidates drawing lots for position on the ballot.
4. Election to an Officer position shall be by a majority of the votes cast for each office. If no candidate receives a majority of the votes on the first ballot, a runoff election will be held between the two candidates receiving the most votes. Votes ending in a tie shall be determined by a coin flip.
5. Election to a Director position shall be by a plurality of the votes cast for each office. Votes ending in a tie shall be determined by a coin flip.
6. In the case of an officer or director election where there is only one nominee, the elections chair will declare the candidate(s) elected by acclamation.
7. Each candidate is permitted to have one (1) observer at the election site and at the ballot counting.
8. Ballots, both used and unused, nomination forms, envelopes used to return marked ballots, tally sheets, and all related election documents must be kept on file for one (1) year.

Section 2. Election Procedures for Association Representatives

1. The election should be conducted by the Lead Association Representative and at least one other CTA member at the work location.
2. Association Representative elections will be held county-wide, on day(s) determined by the CTA Elections Committee.

3. Procedures for Association Representative Elections will be set by the CTA Elections Committee.
4. Members who want to run for an Association Representative position may self-nominate by advising the Lead Association Representative or by calling the CTA office.
5. If there are multiple Association Representative positions to be voted on at the work location, the member receiving the highest number of votes shall become the Lead Association Representative. The Lead Association Representative's primary responsibility shall be the primary point of contact. Votes ending in a tie shall be determined by a coin flip.
6. The Association Representative election shall be scheduled either before or after working hours. Notice of the election must be posted at the work location with at least three (3) workdays' notice.
7. The election shall be by secret ballot.
8. In the event that no Association Representative is elected, or a vacancy occurs, the Board of Directors shall have the right to appoint an Association Representative recommended by the President.
9. Election results must be forwarded to the CTA Offices within two (2) workdays of the election. Any CTA member at the location may challenge the result of the election.
10. Should the number of CTA members at the work location increase sufficiently to allow the addition of an AR, the election shall be held within thirty (30) days after verification by the CTA.

Section 4. Election of AFT, NEA, FEA, and AFL-CIO Convention/Assembly Delegates.

1. The election of delegates shall be conducted annually by the total membership at large as determined by the Elections Committee. Elections to Affiliate Delegate positions shall be by a plurality vote.
2. Notice of election of delegates shall be sent by inter-school mail or electronically distributed to each Association Representative for posting thirty (30) days in advance of the election. A copy of the election notice shall be given or electronically distributed to each member.
3. Notice of call for nomination of delegates shall be sent to all Association Representatives for distribution, or sent via electronic distribution, to members at least twenty-five (25) days before notice of the election is sent.
4. All elected delegates are required to follow the Conference and Conventions travel policy of CTA.
5. A secret ballot election is required. If the number of nominations for any delegate election is equal to or less than the total number of allocated delegate positions, the elections committee shall declare all candidates elected by acclamation. The allocation for State Delegates to the NEA Representative Association shall be added to the local delegate allocation in order to create the total delegates available for the NEA Representative Assembly.
6. Results shall be published and records, including ballots and related documents, kept for one (1) year.
7. Expenses for attending convention/assemblies shall be paid for the President and Vice President. CTA's Board of Directors will determine stipends available, if any, for elected delegates.
8. Delegates to meetings, conventions, and assemblies of affiliate organizations must be members in good standing of CTA for at least two (2) years prior to being elected.
9. Alternates shall fill vacant delegate positions according to the voting hierarchy (highest to lowest) until all positions are filled or the list is exhausted.
10. State Delegates to the NEA Representative Assembly shall be determined by the NEA Delegates receiving the highest votes when an election is required. In the event that delegates

are elected by acclimation, State Delegates will be determined by a drawing at a meeting of elected delegates. All delegates, regardless of attendance at the meeting, shall have their names placed in a pool, with the first names being drawn recognized as State Delegates to the NEA Representative Assembly. CTA shall fund the difference between the amount of the State Delegate stipend and the Local Delegate funding (described in #7 above) for members elected as State Delegates to the NEA-RA. The drawing shall then continue in order to determine which delegates shall be locally funded delegates in accordance with # 7 above. Delegates shall be given at least 2 weeks' notice for a meeting, which shall occur after school hours, in which the drawing will be conducted.

ARTICLE III

MEETINGS

Section 1. General Membership Meetings

A. Time

Membership meetings may be held at least once each year with the date, time, and place to be determined by the Board of Directors. A quorum shall consist of those members attending.

B. Special Meetings

Special membership meetings may be called by the President, provided that notice is given to the membership.

C. Rules

Roberts Rules of Order shall govern all general membership meetings.

D. Agenda

The agenda for general membership meetings shall be prepared and available through the Union office at least one (1) day prior to the meeting.

E. Notification

Notice of all general membership meetings shall be conveyed through the Association Representative in each location, by electronic distribution, and/or by school or on work location bulletin boards.

Section 2. Board of Directors Meetings

A. Time

1. The Board of Directors shall meet at least once a month, unless determined unnecessary by the President, at a date to be set by the President. A quorum for the Board of Directors shall be a majority of the body.
2. If a Director has three (3) consecutive absences, they shall automatically vacate the position.
3. Board members may request an item to be added to the agenda with at least 24 hours' notice to the President.
4. Board meeting minutes will be available for inspection by any CTA member in good standing. Those wishing to review minutes must make an appointment with the Chief of Staff. An appointment should be scheduled within three weeks of the request.
5. Guests may attend Board of Directors meetings if they are invited to be present by the President.

B. Emergency Meetings

Emergency Board of Directors meetings may be called by the order of the President or by a majority of the members of the Board itself, provided that 24 hours advance notice is given to all its members. Excused absence(s) from emergency meetings will not count as absences stated in Article III, Section 2. A. of the CTA's Bylaws.

C. Rules

Roberts Rules of Order shall govern all Board of Directors meetings.

D. Agenda

1. The agenda for regularly scheduled Board of Directors meetings must be e-mailed to members in time to be received at least one (1) day prior to the meeting.
2. Any issue requiring Board action shall have been placed on the Agenda.
3. An individual Board member may add items to the Agenda up to 24 hours in advance of the meeting.
4. A majority of Board members can add an item to the Agenda at the beginning of the meeting.
5. The agenda must be approved by a majority of Board members.

Section 3. Association Representative Council

A. Representation

The Council shall consist of the elected Association Representatives as specified under Article VII of the CTA Constitution and Article II of the CTA Bylaws.

B. Meetings

1. The quorum for Association Representative Council meetings shall be representation from one-third (1/3) of the sites, or 60 members of the Council.
2. Guests may attend Association Representative Council meetings if the Council votes in the affirmative to allow them to observe the meeting.
3. A list of schools attending AR meetings shall be published in the minutes.
4. Motions put to a vote and the outcome of the voting shall be recorded in the meeting minutes.

C. Association Representative Council Voting Procedures

Each duly elected Association Representative from a work location is entitled to one (1) vote.

D. Rules

Roberts Rules of Order shall govern all Association Representative Council meetings.

E. Agenda

1. The agenda for regularly scheduled Association Representative Council meetings must be e-mailed to members in time to be received at least one (1) day prior to the meeting.
2. Any issue requiring Association Representative action shall have been placed on the Agenda.
3. The agenda must be approved by a majority of Association Representative Council members.

Section 4. Guidelines for Convention Attendance

1. The Board of Directors shall develop guidelines annually for delegates elected to attend any convention or assembly. These guidelines shall be made known prior to a delegate accepting the election.
2. The Board of Directors shall have the power to rule a delegate ineligible to attend conventions or assemblies for a period such not to exceed two (2) years for failing to fulfill the established guidelines. A two-thirds (2/3) vote of the Association Representative Council would overturn the decision of the Board of Directors.

ARTICLE IV

RECALL / REVOCATION OF MEMBERSHIP

Section 1. The following procedure shall be used to recall an Officer or Director:

1. Presentation to the Board of Directors of a petition requesting a recall election signed by at least twenty-five (25) percent of the membership.
2. The Board of Directors shall, within fifteen (15) days of the receipt of such petition, announce the time and place of the recall election. Members must be given at least fifteen (15) days' notice of such election and the election must be held within forty-five (45) days of the receipt of the petition.
3. A vote of two-thirds (2/3) of the members voting in the recall election shall be required to recall an officer.

Section 2. Removal of Officer or Director by Affiliate Organization(s)

If a CTA member has been removed from office by an Affiliate Organization, they may not run in future elections for office or for Affiliate Delegate in future elections.

Section 3. Revocation of Membership

A charge by a member or members in good standing that another member has violated the Constitution, the Bylaws, engaged in misconduct, neglected their duty, encouraged members to terminate membership, or engaged in activities inimical to the interests of the Orange County Classroom Teachers Association must be specifically set forth in writing and signed by a member or members making the charge. The charge must state the exact nature of the alleged offense or offenses and, if possible, the period of time during which the offense or offenses took place. The member will be given a time to appear before the Board so they may answer the

charge(s) before the Board issues its decision. A member may not send a representative in their place. A two-thirds (2/3) vote of the Board of Directors shall be required for expulsion for a specified period of time. The decision of the Board of Directors shall be communicated in writing, by registered mail, return receipt requested, by the Secretary to the accused within seven (7) days after the meeting of the Board.

A member who has been found guilty of charges proffered against him/her pursuant to this Article shall have the right of appeal to the Association Representative Council within thirty (30) days after the receipt of the decision of the Board. The notice of appeal shall consist of:

- A. A copy of the charges preferred against the member;
- B. A copy of the decision of the Board of Directors;
- C. The appellant's statement of reasons why the decision of the Board of Directors should be set aside or the penalty modified. The Association Representative Council shall have the authority to affirm or reverse the decision, or to modify the decision. Both the appellant (not a designated representative) and the Board of Directors may make a presentation to the Association Representative Council.

The Secretary of the Union shall serve as agent for the Union for all purposes of notification or receipt of written materials indicated within this section. Should the Secretary be the subject of the charges, then the President shall serve in that capacity on behalf of the Union.

ARTICLE V

ELECTED OFFICERS AND STAFF RELATIONS

- Section 1.** All staff members are directly responsible to the President, or his/her designee, who reports to the Board of Directors.
- Section 2.** The President will present results of staff evaluations to the Board of Directors in a timely manner.
- Section 3.** Anyone working for CTA, that was not elected to that specific position, shall be considered staff.
- Section 4.** CTA staff members are **not** to be involved in internal Union politics, whether at the Local, State, or National level. Any violation of this provision shall be considered grounds for immediate dismissal.

The following activities will be considered as political involvement:

- A. Lobbying CTA Board of Directors on a given issue.
- B. Lobbying Association Representatives on a given issue.
- C. Lobbying FEA Executive Cabinet members on a given issue.
- D. Lobbying FEA Convention Delegates on an issue or candidates for office.
- E. Lobbying for a certain individual to fill a vacancy on the Board of Directors.
- F. Lobbying for or against any individual at the national (AFT/NEA) level.
- G. Assisting in any internal union political campaign.
- H. Communicating confidential local business to any outside group.
- I. Running for office within CTA, FEA, AFT, or NEA.